

July 22, 2016

Job Posting

Position:	Deputy Clerk	FLSA status:	Non-exempt
Department:	Clerk's Office	Status:	Full-time
Work Schedule:	8:00am-4:00pm, M-F		
Job Category:	COMOT (Clerical, Office Machine Operation, and Technician)		

The incumbent serves as a Deputy Clerk and is responsible for maintaining and scanning court records.

Duties:

Completes scanning of new suits and documents filed with Madison County Courts into the Odyssey system.
Completes scanning of previously filed suites and documents with Madison County Courts into the Odyssey system.
Processes marriage applications and records marriage information in the state portal.
Maintains files of all process papers issued by Court and prepares, types and files summonses, warrants, court notices for servicing by Sheriff, bailiff, or mail, posts and cross indexes all documents.
Copies, distributes and maintains files for various court proceedings, mental health cases, adoptions, protective order processing, and appointment forms for temporary judges and change of venue cases.
Collects fees, drafts and issues receipts for payment by computer, and maintains daily record of fees received, and prepares daily cash report for bookkeeping division, and posts garnishment checks.
Assists attorneys, other agencies and jurisdictions and members of the general public in locating case files, as needed.
Answers phone calls and greets office visitors determines nature of call, responds to inquiries and/or routes caller to appropriate person or department.
Prepares, types and posts all public notices required for court business.
Assists other Court Clerks in department with duties as required.
Sorts and distributes daily mail to courts and processes certified mail.
Completes other related duties as assigned.

Requirements:

High school diploma or equivalent; preferred candidates will possess at least six (6) months experience in a clerical support position. Working knowledge of standard office procedures and routines and ability to apply appropriate methods and procedures to assure proper completion of assigned tasks; working knowledge of the basic principles and methods of bookkeeping, grammar, spelling, and punctuation and ability to operate standard office equipment, such as calculator, copier, scanner, and computer. Ability to deal with co-workers and the general public in a courteous, effective and tactful manner.

Applications for the position are available and must be submitted to:

Human Resources
16 E 9th Street, Suite 102,
Anderson, IN 46016

http://www.madisoncounty.in.gov/HR_Application.pdf

Deadline for submission is Thursday, August 4, 2016, 4:00 P.M.

Madison County Government is an Equal Opportunity Employer